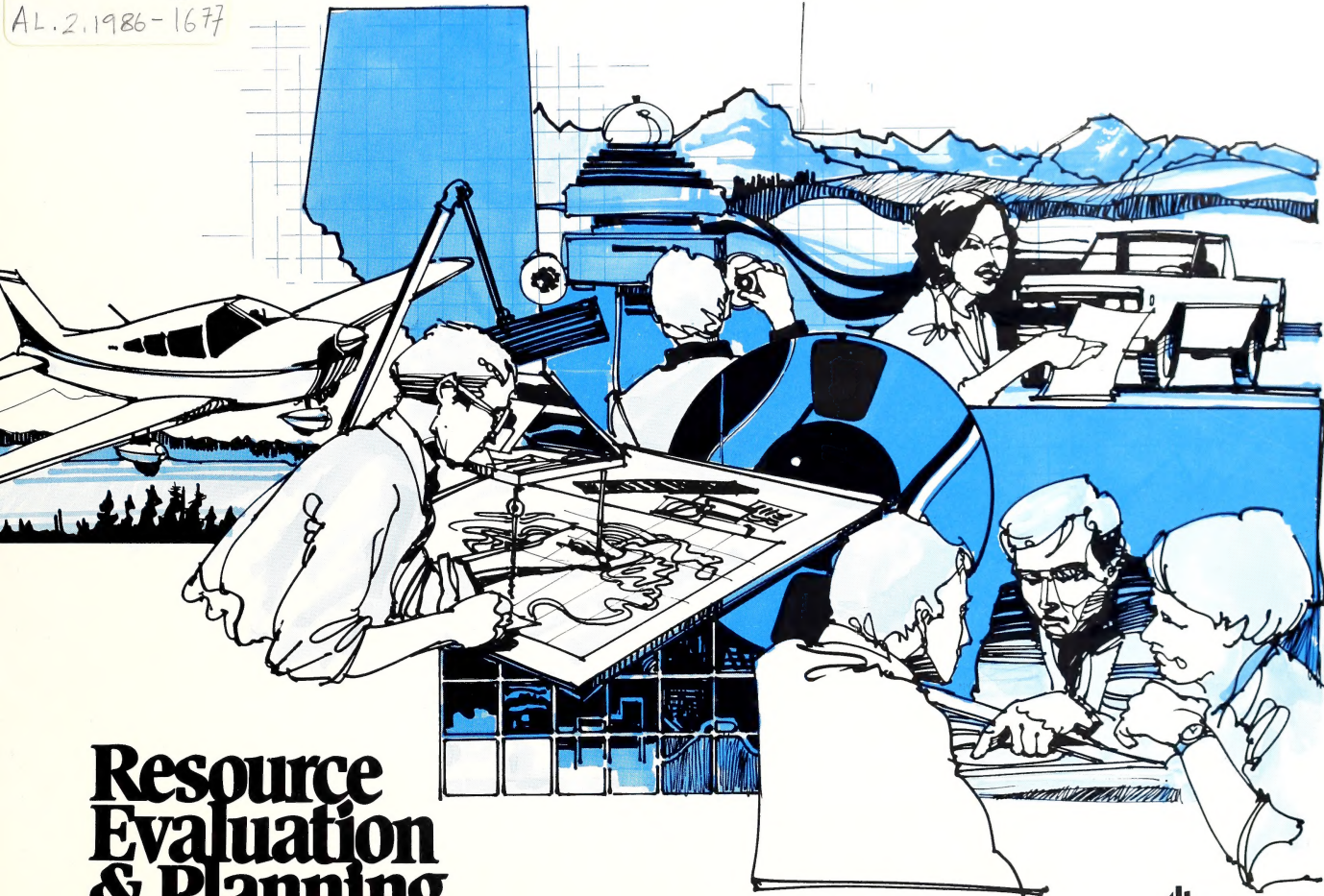




Resource Evaluation & Planning

Functions & Employee Information

Alberta
ENERGY AND
NATURAL RESOURCES



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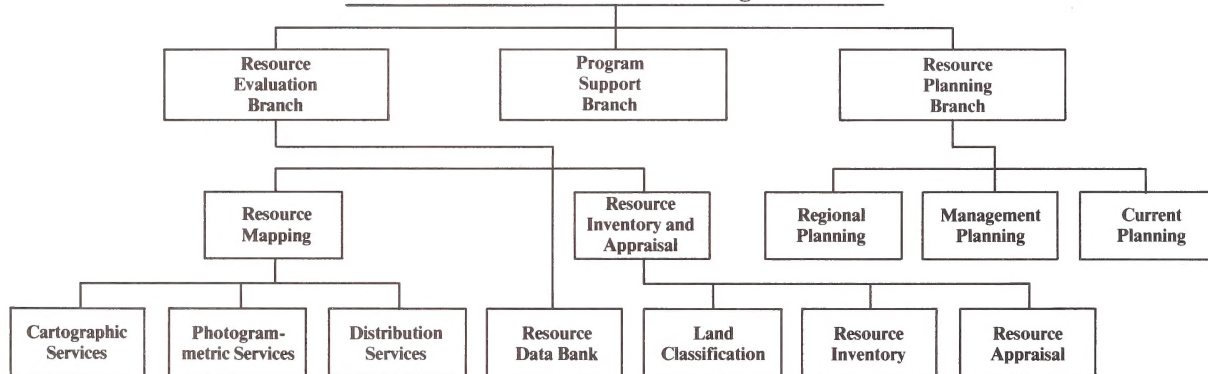
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Resource Evaluation & Planning Division

Provides for complete range of aerial photography, mapping, resource inventory and appraisal, integrated resource policy and planning, and intra- and interdepartmental coordination services to the department.

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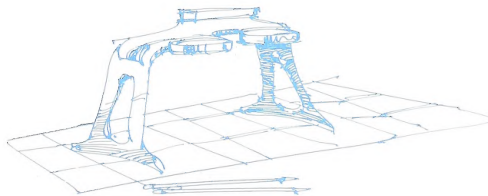
Resource Evaluation And Planning Division



Resource Evaluation Branch

Provides professional and technical services relating to aerial photography, field survey data, map and air photo supplies and sales, inventory and appraisal of data related to surface and sub-surface resources along with preparation and maintenance of an overall resource data bank.

RESOURCE MAPPING is responsible for provision of a complete range of technical services in the areas of aerial photography, photogrammetric mapping, cartography and distribution of aerial photographic reproductions, maps and charts and other related data. Service is primarily provided to the Department but projects are undertaken for some other Government Departments and products are distributed to the general public as well. Operationally there are three major technical sections and one support unit.



PHOTOGRAMMETRIC SERVICES SECTION

provides aerial photography, manuscript topographic mapping and photogrammetric map control for inventory mapping. The section is divided into four working units each with a specific responsibility to provide the intermediate products required for photogrammetric measurement and map production.

Aerial Photography Unit carries out projects to acquire the aerial photography required by the Department for various resource management activities. Another function of this unit is the production of photographic mosaics for planning and interpretative purposes.

Control and Adjustment Unit provides the coordinate reference system required for all types of photogrammetric mapping. Measurements are made on aerial photography and linked by means of a computer program to the geodetic reference system and the end result is a set of photogrammetric data which is utilized throughout the map production process.

Compilation Unit produces topographic or planimetric maps by interpreting the information contained on aerial photography and transferring the detail to a map manuscript by means of precision stereoplottor instruments. Point mensuration for large scale projects requiring high precision is carried out for Control and Adjustment unit.

Photogrammetric Engineering Unit provides applied engineering support to each of the three work units. The unit is involved with the computer processing techniques for aerial triangulation and implements new programs where applicable. The unit also is involved in the detailed evaluation of production techniques and develops specifications and procedures for implementation.



CARTOGRAPHIC SERVICES

SECTION provides the technical drafting and cartographic skills required for map finalization and presentation of resource information. The section is divided into three major working units.

Inventory Mapping Unit maps renewable resource data produced by Departmental programs at a scale of 1:50,000 and 1:15,000. Operational mapping for forestry field work is also carried out in this unit as well as for other more generalized inventory programs.

Base Mapping Unit maintains, updates and prepares for reproduction a complete range of base maps which are produced in support of resource mapping projects. Map scales available include the following:

1:50,000, 1:100,000, 1" = 3 miles, 1" = 4 miles, 1:500,000, 1:1,000,000 and 1:1,500,000. Most series are lithographed in multi-colour but monochrome originals for diazo printing are also common.

Resource Graphics Unit has two main functions. One is to produce maps of an administrative, instructional, developmental or operational theme usually in monochrome for black and white reproduction. These maps are normally related to special projects and do not always conform to existing map series format. The second function is to provide graphics for the Resource Planning Branch and Resource Appraisal Section. Work done includes the preparation of base maps for field use, the

transcribing and fair drawing of resource data, the production of finalized printing negatives and/or diazo reproducible positives for reports, plus the construction and drafting of miscellaneous sketches, profiles and diagrams.



DISTRIBUTION SERVICES SECTION

provides maps, aerial photographs, related products and services, as well as complete photographic laboratory service in support of Departmental mapping programs, other government departments and for certain limited services to the general public. A reference library

is maintained to make available complete set of aerial photographs and maps of the Province, as well as facilities for short-term viewing. A copy camera is available for quick reproductions of either aerial photographs or written texts. A major component of the Distribution Services function is the operation of a photographic laboratory for processing and printing aerial photography products, contact printing for line, continuous tone, half tone film material and cartographic camera reproductions and changes in scale. A rapid reproduction unit produces diazo prints on either paper or mylar and a copy camera is utilized for small size photographic reproductions. Regional offices are being developed through the Province to expand the level of service.

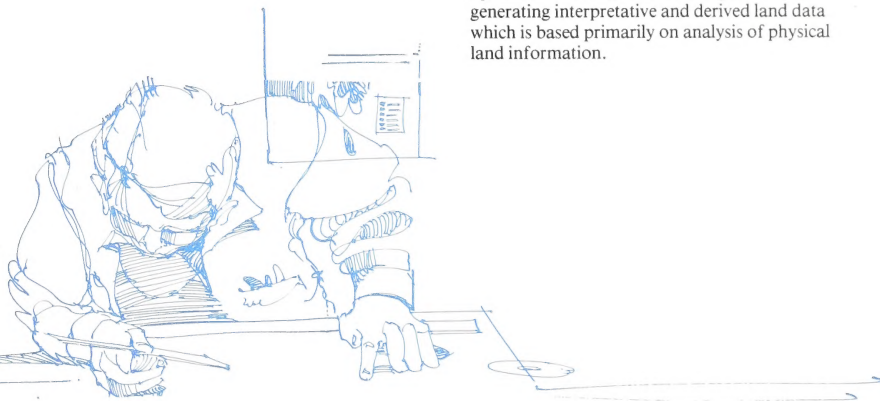
TECHNICAL SUPPORT UNIT provides quality control for the aerial photography process, equipment evaluation, product investigation, special projects, and recommends the application of new techniques to improve efficiency.

RESOURCE INVENTORY AND APPRAISAL is responsible for acquisition, analysis, assessment and coordination of the resource inventory data and information for all renewable resources. This data is provided to the resource management and planning agencies either as specific resource maps with documentation, and/or in the form of comprehensive resource evaluation reports. This area consists of three sections.

LAND CLASSIFICATION SECTION is responsible for physical and resource data and related interpretations, as required by the Department and other government and research agencies. The group consists of two units.

Physical Land Classification Unit provides the physical land analysis data and mapping information consisting of Genetic Landforms, Parent Geological Material, Surface Expression, Texture, Slope, Aspect, Soils, Internal Drainage and Stoniness.

Special Land Analysis Unit is responsible for generating interpretative and derived land data which is based primarily on analysis of physical land information.



RESOURCE INVENTORY SECTION is responsible for the biological component of the resource inventory activities and is providing inventory data and information on the vegetative resources of crown land in a fashion that will meet the needs of the resource management and planning agencies. This group consists of three units.

Forest Inventory Unit provides forest-cover interpretation for the Phase III Forest Inventory to meet the needs of the Alberta Forest Service.

Forage Inventory Unit provides for forage resource data and information of crown land. The data consists of Plant Species, Biomass, Estimated Carrying Capacity, in combination with the available physical data (topography, aspect, parent geological material, drainage and texture).

Forest Site Classification Unit is responsible for development and implementation of a forest site classification program to meet the needs of the user agencies.

RESOURCE APPRAISAL SECTION is responsible for evaluation, assessment and determination of resource suitability to meet the needs of the resource management and planning agencies. Additionally, it provides climate inventory data and related interpretation to a wide range of user agencies. This Section consists of two units.

Ecological Analysis Unit assess the physical, biological, and climatic data in the preparation of Ecological Analysis and Evaluation Reports with appropriate maps. This type of inventory will subsequently cover all public lands.

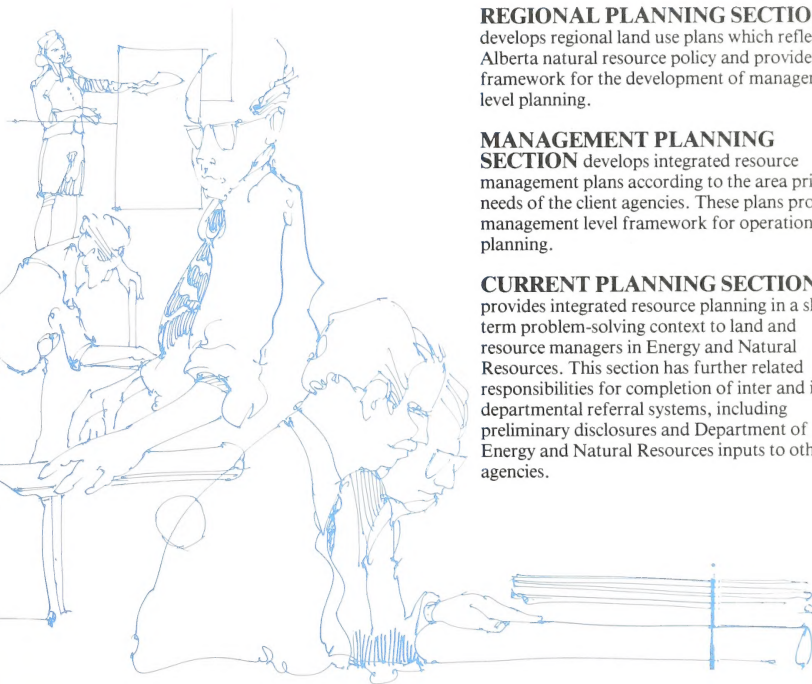
Climate Inventory Unit is to establish data recording stations. Climatic data is analysed and computerized for the preparation of topo-climatic maps with appropriate documentation. This climatic data and information will assist the resource management agencies in decision making process.



NATURAL RESOURCE DATA BANK ensures that all appropriate natural resource data is available to departmental users. This unit identifies data needs of users, source and most efficient manner of acquisition, storage, retrieval and dissemination of basic data.

Resource Planning Branch

The Branch provides a range of planning functions from long range Provincial and Regional planning through Management level planning to short-range, smaller area plans called current planning. This service is provided to land and resource managers within Energy and Natural Resources, to facilitate the optimum use of public lands and resources in Alberta. The planning process is predicated upon the full commitment and participation of managers and field staff who are expected to put the plan into effect.



REGIONAL PLANNING SECTION develops regional land use plans which reflect Alberta natural resource policy and provide a framework for the development of management level planning.

MANAGEMENT PLANNING SECTION develops integrated resource management plans according to the area priority needs of the client agencies. These plans provide a management level framework for operational planning.

CURRENT PLANNING SECTION provides integrated resource planning in a short term problem-solving context to land and resource managers in Energy and Natural Resources. This section has further related responsibilities for completion of inter and intra departmental referral systems, including preliminary disclosures and Department of Energy and Natural Resources inputs to other agencies.

Program Support Branch

Provides for operation of the office of the Executive Director and gives administrative, personnel, financial and records management support to the Division. The Branch is composed of three sections.

ADMINISTRATIVE MANAGEMENT SECTION coordinates the common administrative needs of the division as well as provides supportive services in the areas of personnel & statistical records, wage & temporary employment programs, maintenance of staff development & training programs and information relative to policies & regulations is made available to the staff.

FINANCIAL MANAGEMENT SECTION provides for maintenance & operation of divisional budgeting, purchasing, accounting, inventories, expenditure data & financial reports and coordination of divisional space & telephone requirements.

RECORDS MANAGEMENT SECTION provides for maintenance & operation of divisional records, subject classification system for divisional files and disposition of records.



Employee Information

Departmental Support Services

Computing Systems:	Manages computer systems needs for the department to assist management. Support in developing computer systems for both technical & administrative application is available.
Drafting Services:	Provides specialized drafting services associated with special projects for the department.
Financial Services:	Ensures that the financial administration of the department meets the requirements of Treasury & Audit in accordance with the Financial Administration Act. Space & Telephone requirements are also coordinated.
Legal Services:	Acts as legal advisor and ensures that the department carries out its affairs in accordance with the law.
Library:	Provides a technical reference & general information service to serve the needs of the department. Books & periodicals relevant to disciplines to energy & natural resources are available.
Personnel Services:	Provides for personnel recruitment & selection, position classification, salary administration, personnel

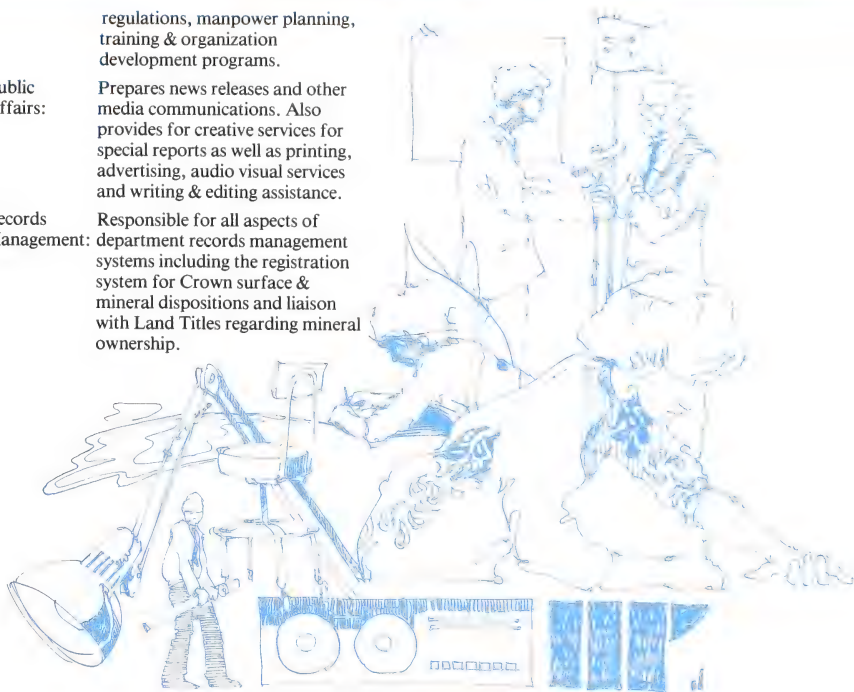
regulations, manpower planning, training & organization development programs.

Public Affairs:

Prepares news releases and other media communications. Also provides for creative services for special reports as well as printing, advertising, audio visual services and writing & editing assistance.

Records Management:

Responsible for all aspects of department records management systems including the registration system for Crown surface & mineral dispositions and liaison with Land Titles regarding mineral ownership.



Appointment And Performance

You have been selected for your position because of your qualifications, abilities and personal suitability.

Probationary Period

Probationary appointment is the final step in selecting you as an employee. It is a period of trial employment which varies depending on the position. During this time you have the opportunity to familiarize yourself with your job and demonstrate your ability to satisfactorily perform your assigned duties.

Although you are not a permanent member of the public service during the probationary period, you will enjoy most of the benefits and privileges of a permanent employee.

If during this period you become dissatisfied with your position, or are unable to meet the required performance standard, your employment may be terminated without obligation or recourse.

Performance Appraisal

Depending on your position, you will receive at least one written performance report during your probationary period. This report provides you and your supervisor an opportunity to discuss the quality and quantity of your work, your attitude, motivation and personal suitability for the position.

It is the responsibility of your supervisor to explain to you the key responsibilities of your job and how it relates to the rest of your work group. However, you share some of the responsibility to clarify what is expected of you.

As you get familiar with your job, you and your supervisor should identify key responsibilities and a plan of work that you can use as a basis for your performance appraisal. This is part of the Government's plan to appraise and reward performance on the basis of results.

After you become a permanent employee, a written performance report will be prepared and discussed with you by your supervisor at least once a year.

These discussions should assist you to develop a better understanding of what is expected of you, how past performance is viewed, and how you can improve your performance and further develop yourself.

Anniversary Date

A number of important matters including salary increases and various entitlements centre around your anniversary date.

Your commencement date establishes your initial anniversary date. If you are promoted, transferred or reclassified there may be a change in the anniversary date but this will only occur if a salary increase is involved.

Your anniversary date will be the first day of the month in which you commenced, were promoted, transferred or were reclassified unless it occurs after the 15th of the month, in which case the anniversary date will be the first day of the succeeding month.

Any questions regarding your appointment, conditions of employment or employee benefits should be discussed with your supervisor. If he's unable to answer your questions he'll refer it to the personnel officer.

Career And Educational Opportunities

As Alberta's largest employer, the provincial government offers every opportunity for advancement.

Course subsidization, education leave and career assignments are available in many instances to full-time permanent employees who wish to upgrade their skills.

Course subsidization refers to assistance for professional or technical conferences, short day or evening courses, or for seminars. Duration of leave is 30 work days or less.

Education leave extends beyond 30 work days and is for taking advanced or supplementary professional, technical or skills training.

Career Assignments are co-operative programs undertaken by the government and other public or private organizations in which government employees have the opportunity to take training or gain new work experiences with the participating body.

You may be eligible for any of the foregoing programs if you are a full time, permanent employee and have been identified by your department as a candidate for additional training or development to help you improve your performance or to prepare for new responsibilities.

Some of the general principles in establishing eligibility are:

- demonstrated capacity to contribute to the present and future programs of the organization;
- length of service (should be of sufficient length to determine whether course proposed and individual proposed meet the requirement);
- age limit (should be within reason in order that length of service available upon completion is sufficient to allow full utilization of the benefits of training and contribution of the new employee to the organization);
- normal preparation requirements (employees should not usually expect to receive assistance to meet the standards of the position presently held);
- return service agreement (this is a normal requirement).

Assistance-amount granted varies up to 100 percent depending upon such factors as:

- relevance of the training to the job assignment;
- immediacy of benefit;
- contributions of the employee to the organization;
- obligation of the employer to provide the training.

Staff development leave is subject to the approval

of the deputy minister or other officer of the department whom he may authorize.

Any questions regarding your appointment, conditions of employment or employee benefits should be discussed with your supervisor. If he's unable to answer your question he'll refer it to the personnel officer.

Parking

A limited number of parking stalls are available. Permanent staff are eligible for parking on the basis of a point system. Waiting lists are maintained for those requesting parking.

